

United States Department of Agriculture



Natural Resources Conservation Service  
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*70 Years*  
*"A Partner in Conservation Since 1935"*

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**Sent via Email**

November 21, 2005

MINNESOTA BULLETIN NO. 300-6-8

SUBJECT: LTP – EQIP – EXPIRED CONTRACTS

Purpose. To provide policy and process for EQIP expired contracts.

Expiration Date. September 30, 2006

Offices should use the Find Contract screen in Protracts to review contract status in their county. Check the box 'Contracts that expire in 30 days' and click go. The result will be all contracts – Active, Completed, Terminated and Canceled - that have already expired or will expire within the next 30 days. Offices may choose to refine the list by choosing the 'Active' contract status button in addition to the 30 day button.

An expired contract still shown as Active indicates there are Planned contract items still remaining in the contract. All of these Planned items, whether cost shared or non-cost shared, must be dealt with. The attached key provides the process to deal with the variety of situations that offices may encounter.

All Canceled or Terminated contracts are subject both to refund of cost share and cost recovery. While Designated Conservationists are authorized to Cancel a contract, only the State Conservationist can waive the refund or cost recovery provisions. Use the attached Worksheet 1 to document Canceled or Terminated waiver requests. This worksheet may be used for all future waiver requests.

Questions should be directed to your ASTC(FO) or from the area level to Tim Koehler, Assistant State Conservationist.

WILLIAM HUNT  
State Conservationist

Enclosure

DIST: ASTC(FO), DC, ARC, EQIP State Office Team